

[? Help](#)**Job details**

Job 1 of 1

[Apply to job](#)[Save to cart](#)[View similar jobs](#)

**Bulletin Number** 20292BR

**Type of Recruitment** Transfer Opportunity

**Department** Probation

**Position Title** MANAGEMENT SECRETARY IV

**Filing Type** Open Continuous

**General Information** **\*\*DO NOT APPLY ONLINE\*\***

The Probation Department Juvenile Institutions Services Bureau is seeking well-qualified and highly motivated candidates to fill the position of Management Secretary IV.

**Requirements** Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Management Secretary IV** are invited to submit their resume with cover letter, copies of their last three(3) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

**Trini Guerrero, Sr. Secretary III**  
9150 East Imperial Highway  
Downey, CA 90242  
Phone: (562) 940-2552

Please email documents to:  
[Trini.Guerrero@probation.lacounty.gov](mailto:Trini.Guerrero@probation.lacounty.gov) with the subject line  
"Management Secretary IV."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

**Duties**

- Replies to personnel and other inquiries including composing letters with or without dictation and completing reports and correspondence in various computer programs.
- Completes excel spreadsheets and powerpoint presentations.
- Screens office and telephone callers, meets the public, makes appointments, and arranges conferences and speaking engagements.
- Directs callers to other departments and officials or to other individuals, divisions, or sections of the department where assigned.

- Takes care of day-to-day inquiries or problems whenever possible.
- Secures information on the status of pending matters and reasons for delay in the completion of projects.
- Maintains office files and records, including those of a confidential nature.
- Performs confidential and personal services as requested.
- Recognizes the need for revisions in office, clerical, and secretarial procedures, and makes recommendations regarding such changes.
- May assign and supervise the work of other employees.

**Vacancy Information** This transfer opportunity is located at Probation Headquarters, 9150 East Imperial Highway, Downey, California 90242.

**\*THIS IS NOT A CIVIL SERVICES EXAMINATION\***

**Available Shift** Day  
**Contact Name** Trini Guerrero  
**Contact Phone** (562) 940-2552  
**Contact Email** Trini.Guerrero@probation.lacounty.gov  
**Job Field** Secretarial  
**Job Type** Administrative Support

[Apply to job](#)[Save to cart](#)[View similar jobs](#)